

CHIEF OF ADMINISTRATION

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position in the fire service. The primary duties and responsibilities include managing Administrative, Information Technology, and Communications Divisions within the fire department. The Chief of Administration assists the Fire Chief in the organization and management of the fire department in areas such as personnel management, human resources, administration, planning and research, records and reports, budgeting, and accounting. The Chief of Administration works with a high degree of independence, and reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the Administrative, Information Technology, and Communications Divisions of the fire department. Sets goals and objectives for these divisions in the fire department. Recommends management policies, goals, and objectives for the department for consideration by the Fire Chief. Participates in the research and planning for programs and activities of the department. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information.

Assists in determining how the department should be organized, including the number of operating units and distribution of such units. Assists with the planning and organization of departmental operations having to do with equipment and apparatus. Plans and organizes departmental operations having to do with personnel management and human resources. Participates in developing a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring in accordance with civil service law. Oversees background checks and drug screening for the fire department.

Keeps informed on modern personnel management, human resources, administrative practices, and fire fighting practices and methods. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations. Recommends changes in department operations that will help the district to obtain favorable ISO ratings. Conducts inspections of the Administrative, Information Technology, and Communications Divisions of the department, observing department operations, and evaluating the

effectiveness of the various divisions following inspections. Takes appropriate action to correct or improve problem areas.

Supervises positions in the Administrative, Information Technology, and Communications Divisions of the fire department by assigning work or duty areas, assigning work schedules, and approving leave. Provides assistance to subordinates in technical areas of work. Oversees and evaluates the work performance of subordinates, reviews reports written by subordinates, writes evaluation reports and discusses work performance with subordinates. Recommends disciplinary action against subordinates. Counsels subordinates who are experiencing work problems and resolves employee grievances.

Conducts administrative investigations into alleged violations of departmental policies of the fire department or civil service law upon request of the Fire Chief or upon receipt of complaints from the public. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Meets with complainant to discuss outcome of investigation. Reports all investigative findings directly to the Fire Chief. Ensures that discipline is maintained by counseling employees who are experiencing work problems, by meeting and working with employee groups, or any other action deemed necessary. Investigates all accidents involving department equipment or personnel; determines cause and makes recommendations on procedure to avoid future accidents.

Provides for the maintenance of all department records such as personnel records, records of activity, and any others which may be required. Makes decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Reviews records completed by subordinates and inspects systems and facilities for maintaining records. Compiles and organizes data needed for reports. Personally completes any forms and records required.

Reviews correspondence addressed to the fire department and decides what type of actions should be taken in reply. Monitors the receipt of complaints from the public on hazards or on possible violations of fire codes, records all pertinent information, and ensures the complaint is processed following departmental procedures. Writes reports, letters or newspaper articles to address needs of the fire department, or convey an official department position.

Oversees the development of the training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for regular employee training at all levels within the department by evaluating training needs and ensuring that department training or outside training is provided to meet the needs. Personally trains personnel by conducting training in the classroom. Provides informal or on-the-job training for new employees.

Assists in the preparation of the departmental operating budget by

gathering information and compiling and organizing data to be used in preparing the department budget. Prepares expenditure and revenue estimates. Authorizes expenditure for funds, making sure that such expenditures are in accordance with the budget. Prepares specifications for public bids, and oversees the bidding process. Makes recommendations on major purchases for the department.

Oversees the preparation of requests for grants or other special funds to aid in the operation of the fire service. Administers grant-funded projects, managing funds given by the granting organization, completing any reports required, and assuring that conditions specified in the grant are met.

Coordinates special projects related to public relations or the image of the fire department. Acts as department representative to the news media, releasing information and answering questions concerning the work of the fire department. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Works with various agencies whose operation affects the careers of the fire department personnel and the work of the fire department offering assistance or advice when needed.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS - (For exams given after December 31, 2014)

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science and at least five (5) years of experience in fire service positions, at least three (3)

years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, in an unrelated curriculum, or a related bachelor's degree* and at least ten (10) years of experience in fire service positions, at least five (5) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, fire communications and related areas of fire department operations and management.

***If the Bachelor's degree is in a related area other than Fire Protection, the following certifications will be required prior to promotion:**

- IFSAC/LSU/ProBoard Hazmat Awareness
(Prior to promotion)
- IFSAC/LSU/ProBoard Hazmat Operations
(Prior to promotion)
- IFSAC/LSU/ProBoard Firefighter I
(Prior to promotion)
- IFSAC/LSU/ProBoard Firefighter II
(Prior to promotion)
- IFSAC/LSU/ProBoard Driver Operator - Pumper
(Prior to promotion)
- IFSAC/LSU/ProBoard Driver Operator - Aerial
(Prior to promotion)
- IFSAC/LSU/ProBoard Fire Service Instructor I
(Prior to promotion)
- IFSAC/LSU/ProBoard Fire Officer I
(Prior to promotion)
- IFSAC/LSU/ProBoard Incident Safety Officer/Fire
Department Safety Officer
(Prior to promotion)
- IFSAC/LSU/ProBoard Fire Inspector I
(Prior to promotion)
- IFSAC/LSU/ProBoard Fire Investigator
(Prior to promotion)
- IFSAC/LSU/ProBoard Fire Officer II
(Prior to promotion)
- IFSAC/LSU/ProBoard Fire Service Instructor II
(Prior to promotion)
- IFSAC/LSU/ProBoard Fire Officer III
(Prior to promotion)

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Also, must have at least fifteen (15) years of experience in fire service positions, at least ten (10) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, fire communications and related areas of fire department operations and management.

Applicant must hold the following certifications prior to promotion:

- IFSAC/LSU/ProBoard Hazmat Awareness
(Prior to promotion)
- IFSAC/LSU/ProBoard Hazmat Operations
(Prior to promotion)
- IFSAC/LSU/ProBoard Firefighter I
(Prior to promotion)
- IFSAC/LSU/ProBoard Firefighter II
(Prior to promotion)
- IFSAC/LSU/ProBoard Driver Operator - Pump
(Prior to promotion)
- IFSAC/LSU/ProBoard Driver Operator - Aerial
(Prior to promotion)
- IFSAC/LSU/ProBoard Fire Service Instructor I
(Prior to promotion)
- IFSAC/LSU/ProBoard Fire Officer I
(Prior to promotion)
- IFSAC/LSU/ProBoard Incident Safety officer
(Prior to promotion)
- IFSAC/LSU/ProBoard Fire Inspector I
(Prior to promotion)
- IFSAC/LSU/ProBoard Fire Investigator
(Prior to promotion)
- IFSAC/LSU/ProBoard Fire Officer II
(Prior to promotion)
- IFSAC/LSU/ProBoard Fire Service Instructor II
(Prior to promotion)
- IFSAC/LSU/ProBoard Fire Officer III
(Prior to promotion)

QA	06-15-10
Rev	09-18-12
	10-01-13
	05-21-14